Section 5 Text Database Maintenance

INTRODUCTION

Purpose

This section addresses the text database records and processes. The purposes of Section 5 are:

!   To provide a structured document to be used for processing within the text database.

!   To provide concepts for processing within the text database.

!   To provide procedures for processing within the text database.

!   To provide data entry instruction by screen for processing within the text database.

!   To provide documentation and instruction for processing of as required reports within the text database.

All of the basic information required for processing within the text database is contained within this section.

Structure

This section is comprised of a minimum of 4 chapters. Chapter 1 addresses Concepts, Chapter 2 addresses procedures, Chapter 4 addresses the documents (screens), and Chapter 6 addresses any applicable as required reports and processing procedures. Each chapter will contain a table of contents for that chapter for ease of reference and location of desired information.